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DEPARTMENT OF PUBLIC SAFETY
MAINE EMERGENCY MEDICAL SERVICES
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MICHAEL F. KELLY
COMMISSIONER

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DIRECTOR

**Examination Committee Meeting
Tuesday, March 21, 2000
Maine EMS Conference Room, Augusta**

Minutes

Present: J. Vaniotis, E. Ekholm, T. Coleman, D. Gilman, D. Kinney

Absent: R. Doughty, D. Bahr, J. LeBrun, K. Smith

Staff: D. White

1. Call To Order - The meeting was called to order at 9:37 a.m.

- A. Introductions - None
- B. Assign Timekeeper - J. Vaniotis
- C. Additions/Deletions to the Agenda - None

D. White noted that J. LeBrun and K. Smith had informed him that they would be unable to attend the meeting.

2. Minutes - February 15, 2000, meeting minutes - review for acceptance

Motion: To accept the minutes of the February 15, 2000 meeting (Ekholm; Kinney - motion carries)

3. Old Business

A. Examination Process/*Examination Administrators Manual*

D. White distributed the latest version of the text for the manual. He indicated that the only changes since last meeting were to the format of the appendix index.

Specific comments/ requests:

1. D. White suggested that since D. Gilman and K. Smith were new to the Committee it may be beneficial to have them review the text. E. Ekholm stated that he would still like to have someone like Randy Bumps review the manual (as a person who is very familiar with the administration of exams).

2. D. White indicated appendices that have been completed and those which still require work. The Committee then considered ways in which to complete this project.

Consensus was to have D. White present a status report at next month's meeting and then - in the morning session (9:30 a.m. - 12:00 p.m.) - to have the group determine what needs to be done. The group will then meet from 1:00 p.m. to 3:00 p.m. in a work session to work on specific appendices.

B. Examiner Training

General discussion included a request that staff check with the National Registry of EMT's (NREMT) as to what NREMT uses for examiner training.

E. Ekholm reiterated that an examiner video could be a useful tool for examiner training.

The Committee then brainstormed to identify current problems with examiners and, possible solutions.

Problems associated with examiners/examination process/examiner training:

1. Inequities in Testing
2. Substandard Examiners
3. Contrasting Examiner Style - (i.e. examiners who are overly empathetic vs. examiners who view the process as one intended to "catch" a student doing something wrong instead of being supportive of correct performance by the candidate.
4. There is a need for (on-site) examiner oversight by the Exam Administrator.
5. The number of people who are available to be examiners - increased need may result in substandard examiner quality.
6. Examiner standards may change because of multiple failures in a given exam (e.g., the examiner feels the need to pass a person because the previous 3 candidates failed).
7. Unequal standards from region to region (e.g. - Instructors at practical exams).

Ideas regarding examiner training

1. Video - Right way/wrong way of testing.
2. Improve the education and training of exam administrators .
3. Provide educational materials and guidelines for examiners.
4. Conduct examiner meetings emphasizing changes in procedures, skillsheets, etc..
5. Need feedback/quality assurance for exams (including quality assurance from outside of the region/outside evaluation of exam).
6. Identify current exam administrators
7. Plan day meeting of exam administrators to roll out new Exam Administrators Manual/workshops.

The Committee then established a timeline for completion of the manual and the exam administrator workshop.

April 18, 2000 meeting - Review appendices - Assign tasks for afternoon work session.

May 16, 2000 meeting - Review/proof appendices for submission to printing.

June 20, 2000 meeting - Manual complete - Plan Exam Administrator meeting and content for a late September Exam Administrator meeting.

C. Enhanced Intermediate - Blueprint for Written Exam

The Committee reviewed Intermediate-level test questions submitted by Liz Delano. Committee members requested that L. Delano submit additional “application based” (i.e. scenario type patient care questions) to the Committee for review. Members wanted to insure that questions are included which are specific to the use of particular medications, and which adhere to Maine protocol.

Committee members requested copies of the approved protocols for the “Enhanced” Intermediate level and information about the number of hours the enhancements will add to the Intermediate curriculum.

D. Exam Committee Priorities/Planning - Tabled

E. Exam Accommodation Policy - Tabled

4. New Business - None

5. Next Meeting

The next meeting will be held on April 18, 2000, from 9:30 a.m. to 3 p.m. at Maine EMS in Augusta.

A. Set Agenda - Next agenda to include:

1. Examination Process/*Examination Administrators Manual*
2. Examiner Training
3. Enhanced Intermediate
4. Exam Committee Priorities/Planning
5. Exam Accommodation Policy

6. Adjournment - The meeting was adjourned at 12:45 p.m.

Respectfully submitted,

Drexell White